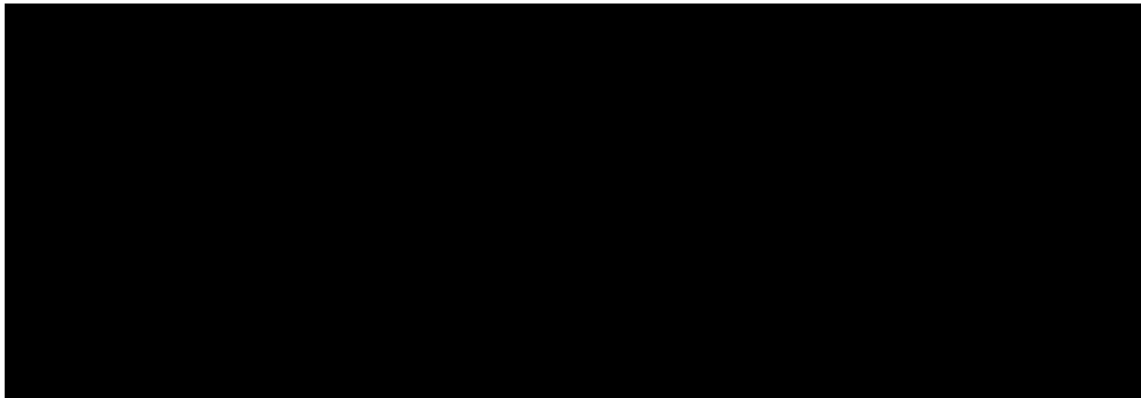


CONFIDENTIAL 13 May 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Weekly Report for the Week Ending 13 May 1955

1. General



25X1C

2. Administration

Need for Overtime - (new item)

Work in all sections of the Contract Branch, Procurement Division, is continuing on a six-day week basis until 30 June 1955. However, a review is made each Friday to ascertain the workload does in fact require all employees to work Saturday.

3. Procurement Division

Contract Settlement - [REDACTED]

25X1A

Several attempts have been made to reach settlement with this contractor. A supplemental agreement was mailed to him on 28 February 1955. He did not execute this agreement, but forwarded a check in the amount of \$1,171.16, which was \$379.46 less than the Agency's request. After clearance of the check, a letter will be sent this contractor, enclosing a revised supplemental agreement and indicating that he did not live up to his agreement and that action will be initiated to place him on the list of debarred bidders.

CONFIDENTIAL

SECRET

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Date:	12-70-2
By:	35

4. Supply Division

Report of Non-Issue of Material - (new and continued item)

A recent listing from the Machine Records Division indicates that on 30% of all ZI stock items there has been no issue for a period of one year. A study will be conducted relative to the non-issue items to determine which must be retained in the supply system and which may be declared surplus and ultimately disposed of.

25X1C

action is being taken to determine specific causes and to take corrective action.

25X1A

Field Visit to [REDACTED]

The packaging specialist has returned from [REDACTED] where he assisted in the establishment of the packaging and preservation functions, as well as the installation of the necessary equipment.

25X1A

JAMES A. GARRISON
Director of Logistics

OL/AD/L/CC:dl (13 May 55)

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